



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HESSEN
UNIT 20193, BOX 0001
APO AE 09165-0001

REPLY TO
ATTENTION OF

IMEU-HAN-ZB

APR 7 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG - Hessen Standard Operating Procedures (SOP) for Morale, Welfare and Recreation (MWR) Fund—Check Accepting Procedures

1. REFERENCE: AR 215-1, 15 August 2005, Administration of Army Morale, Welfare, and Recreation (MWR) Activities and Non-Appropriated Fund Instrumentalities.
2. PURPOSE: To establish procedures for acceptance of personal checks by all MWR activities supported in the USAG - Hessen MWR Fund.
3. APPLICABILITY: This SOP applies to all MWR activities that accept personal checks for goods and services received.
4. PROCEDURES:
 - a. Personal checks may be presented and accepted at MWR facilities as payment for goods and services received in the amount of purchase only. Check cashing is not authorized at MWR facilities with the USAG - Hessen. Goods and services for which payment may be made by personal check do not include coins or cards to operate amusement machines.
 - b. Indirect Garrison Directors of Morale, Welfare and Recreation (DMWR) will determine, within their Garrison, those facilities authorized to accept checks.
 - c. Facilities authorized to accept checks will post signs which contain the following text near each location where checks are accepted:

NOTICE TO CHECK WRITERS:

DISCLOSURE OF SOCIAL SECURITY NUMBER (SSN) AND OTHER PERSONAL INFORMATION IS SOLICITED BY AUTHORITY OF SECTION 3013, TITLE 10, UNITED STATES CODE AND IS MANDATORY IF YOU WISH TO PAY WITH A CHECK. ALL INFORMATION FURNISHED, INCLUDING SSN, IS USED TO IDENTIFY WRITERS OF UNPAID RETURNED CHECKS. AN ADMINISTRATIVE FEE OF \$40.00 WILL BE ADDED TO ALL RETURNED CHECKS.

- d. Check Accepting Procedures:

Personnel authorized to accept checks will ensure that:

(1) The check is only from Soldiers, family members, and/or civilians with a current US ID card;

(2) Only first party checks are accepted for payments of goods and/or services provided by MWR activities. Two-party checks will not be accepted;

(3) The payee's name does not appear on the USAG Hessen Check Cashing Suspension List. If the payee's name appears on the list, the check will not be accepted;

(4) VERIFONE approval is obtained for each check. To obtain approval, type in the payee's SSN and the total check amount. Notate approval code on right hand corner of check;

(5) All checks are made payable to the activity where it is written i.e., Hanau International Club, Wiesbaden CLEOS, Dexheim Y.S., Baumholder Rolling Hills Golf Course, Giessen Keller Theatre, Friedberg Bowling, etc.;

(6) All check-paying customers complete the USAG Hessen Check Writing Policy Consent Agreement, Check Control Log, (Encl. 1). Each entry must have the payee's name, signature, Sponsor's social security number, duty phone number, check number, and the amount of the check. The cashier accepting the check will initial the column marked *Cashier*;

(7) A new USAG Hessen Check Writing Policy Consent Agreement, Check Control Log, is to be initiated for each month of business. The completed original form, with the information of all check writers during that business day, is to be maintained in a file by month and fiscal year at the MWR facility that accepted or cashed the checks;

(8) the check has the following information printed on the front:

(a) Sponsor's Name;

(b) Sponsor's Address;

(c) Sponsor's Social Security Number (SSN)*;

(d) Sponsor's Duty Phone Number.

***If the sponsor's SSN is NOT listed on the front of the check, the check is still acceptable so long as the payee completes the SSN block of the Check Writing Policy Consent Agreement, Check Control Log, (see #6).**

(9) All checks accepted by the facility are initialed by the person who accepted the check and;

(10) that each check is stamped with the "FOR DEPOSIT ONLY" rubber stamp.

e. The following checks are not acceptable:

- (1) Postdated checks;
- (2) Checks with missing, incorrect or illegible information; or
- (3) Two-party checks.

f. Traveler's Checks are treated the same as personal checks. Traveler's Checks will not be accepted when the signature has been erased, altered, traced, or does not identically match with the initial signature. Traveler's Checks must be signed in the presence of the cashier.

g. The Check Writing Policy Consent Agreement Check Control Log may be locally reproduced.

5. RESPONSIBILITIES:

a. Activity Managers:

(1) Provide all check-accepting personnel with a copy of the USAG Hessen Check Accepting Policy and Procedures;

(2) Keep a current copy of the USAG Hessen Check Suspension List at all check-cashing locations e.g., cashier cage, front desk, all cash registers, etc.;

(3) Review daily receipts to ensure that all check acceptance procedures have been followed and take corrective action when necessary;

(4) Provide employee training as required and ensure the proper procedures are being adhered to;

(5) Ensure that check acceptance procedures are incorporated into performance standards of all employees who routinely accept checks;

b. USAG Hessen Financial Management Division (FMD):

(1) Provide an updated USAG - Hessen Check Cashing Suspension List to each Indirect Garrison FMD at least bi-monthly. Indirect Garrison FMD will then ensure each MWR facility receives the list;

(2) Provide guidance and training whenever necessary;

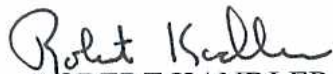
(3) Issue invoices and process payments of all bad debts. Indirect Garrison FMDs are also authorized to accept payment of bad debtors located within their Garrison.

6. This policy is effective on the date of publication.

7. Point of contact for this SOP is Ms. Gina Hranilović, USAG - Hessen Financial Management Division, Internal Controls Branch at DSN 323-3946.

Encl:

Check Writing Policy
Consent Agreement and
Check Control Log



ROBERT KANDLER

Deputy to the Commander

DISTRIBUTION:

USAG – Wiesbaden DMWR (IMEU-WSB-MW)
USAG – Baumholder DMWR (IMEU-BMH-MW)
USAG – Giessen DMWR (IMEU-GSS-MW)
USAG – Hessen Hanau Community DMWR (IMEU-HAN-MW)
USAG – Hessen IRACO (IMEU-HAN-IR)

FOR THE MONTH OF: _____

SUBJECT: Check Writing Policy - Consent Agreement

2. In the event this check is returned as a dishonored check, I hereby consent to the immediate collection of the face value of my check listed below, plus any applicable service charges there may be from my pay.

[illegible]